

## ATTACHMENT C

### MAT Tenant System Record Format and Definitions

#### TENHR **Tenant** Header Record

| MAT Field | Note | Field Name             | Start Position | Field Length | Field Type   | Definitions and Edits  |
|-----------|------|------------------------|----------------|--------------|--------------|--|
| 1         | M    | Record Identifier      | 1              | 5            | Alphanumeric | Value must equal "TENHR."  |
| 2         | M    | Release/Version Number | 6              | 7            | Alphanumeric | Value must equal "2.0.1.B"<br>TRACS Release = 2.0.1.<br>TRACS Version = B  |
| 3         | M    | Record Number          | 13             | 5            | Numeric      | A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under this TENHR. Multiple TENHRs may be submitted in a single transmission, each for a specific Project Number, Contract Number and Subsidy Type combination.   |
| 4         | M    | Date Stamp             | 18             | 8            | Date         | Format: MMDDYYYY<br>This is a system date stamp inserted in the header record when the file was created by the <b>owner/agent</b> . No dashes or spaces should be used in this field.  |
| 5         | M    | Time Stamp             | 26             | 6            | Time         | Format: HHMMSS<br>This is a system time stamp inserted in the header record when the file is created by the <b>owner/agent</b> . No colons should be used in this field.   |
| 6         |      | OA-Defined Data        | 32             | 20           | Alphanumeric | Reserved for O/A or site use. This field may contain any value the sender wishes to use. Its purpose is to provide a way for the sender to track their transmissions, to specify their own software releases or for any other purpose. This data will be returned as a field in the HUD transmission acknowledgment. |
| 7         | M    | Sender Name            | 52             | 15           | Alphanumeric | Sender's name.   |

**TENHR Tenant Header Record**

| <b>MAT Field</b> | <b>Note</b> | <b>Field Name</b>     | <b>Start Position</b> | <b>Field Length</b> | <b>Field Type</b> | <b>Definitions and Edits</b>  |
|------------------|-------------|-----------------------|-----------------------|---------------------|-------------------|---|
| 8                |             | Sender Street Address | 67                    | 20                  | Alphanumeric      | Sender's address.   |
| 9                | <b>M</b>    | Sender City Name      | 87                    | 15                  | Alphanumeric      | Sender's city.  |
| 10               |             | Sender State          | 102                   | 2                   | Alphanumeric      | Sender's state.   |
| 11               |             | Sender Zip Code       | 104                   | 5                   | Alphanumeric      | Sender's zip code.  |
| 12               |             | Number MAT10          | 109                   | 5                   | Numeric           | The number of MAT10 section 1 records in this transmission. (Do not count the section records 2, 3, 4, 5 or 6.)   |
| 13               |             | Number MAT15          | 114                   | 5                   | Numeric           | Number of MAT15 records in this transmission.   |
| 14               |             | Number MAT20          | 119                   | 5                   | Numeric           | Value must equal zero.  |
| 15               |             | Number MAT40          | 124                   | 5                   | Numeric           | Number of MAT40 records in this transmission.   |
| 16               |             | Number MAT65          | 129                   | 5                   | Numeric           | Number of MAT65 records in this transmission.   |
| 17               |             | Number MAT70          | 134                   | 5                   | Numeric           | Number of MAT70 records in this transmission.   |
| 18               | <b>F</b>    | Number MAT71          | 139                   | 5                   | Numeric           | Value must equal zero.  |
| 19               | <b>F</b>    | Number MAT72          | 144                   | 5                   | Numeric           | Value must equal zero.  |
| 20               |             | Project Name          | 149                   | 35                  | Alphanumeric      | Enter the name of the project for which the tenant transactions are being submitted. TRACS will use this project name for all transactions under this TENHR |

### TENHR **Tenant** Header Record

| MAT Field | Note | Field Name         | Start Position | Field Length | Field Type   | Definitions and Edits   |
|-----------|------|--------------------|----------------|--------------|--------------|---|
| 21        | M    | Subsidy Type       | 184            | 1            | Alphanumeric | TRACS will use this subsidy type for all transactions under this VCHHR.<br>0 = Market Rent Tenant Transactions. Zero is also used with MAT15 Address Records to establish addresses for market rent tenants or unoccupied units.<br>1 = Section 8<br>2 = Rent Supplement<br>3 = RAP<br>4 = Section 236<br>5 = BMIR<br>7 = Section 202 PRAC<br>8 = Section 811 PRAC<br>9 = Section 202/162 PAC |
| 22        | F    | Property ID        | 185            | 10           | Numeric      | The Property ID assigned by REMS  |
| 23        | MOC  | Project Number     | 195            | 8            | Alphanumeric | Mandatory for Section 236, BMIR, Rent Supplement, RAP, PAC and PRAC subsidy types. It is required for those Section 8 contracts for which a FHA project number applies. TRACS will use this project number for all transactions under this TENHR.<br><b>NOTE: Do not use "0000FMHA" as a project number in FmHA projects. Do not enter a project number for FmHA projects.</b>                |
| 24        | MOC  | Contract Number    | 203            | 11           | Alphanumeric | Mandatory for Section 8, 202/162 PAC, 202 PRAC and 811 PRAC subsidy types. TRACS will use this contract number for all transactions under this TENHR.   |
| 25        | M    | Total Records Sent | 214            | 6            | Numeric      | The total number of physical records sent in this transmission, including this header record and the TENND record. A physical record is each TENXX, each MATXX record and each section record for those MATXX records that have sections records.   |

### TENHR **Tenant** Header Record

| MAT Field  | Note | Field Name                | Start Position | Field Length | Field Type   | Definitions and Edits   |
|--|------|---------------------------|----------------|--------------|--------------|---|
| 26   | M    | Project's Telecom Address | 220            | 10           | Alphanumeric | The project's telecommunications identifier assigned by HUD. Positions 1-5 must contain "TRACS." The last 5-positions are the HUD assigned number. <b>(Formerly Mailbox ID)</b><br>When Internet Batch is implemented the same format will be used, but the last six-positions will be an M-ID associated with the contract or project.<br>Example: TRACM12345.   |
| 27   | M    | OA Transmission Date      | 230            | 8            | Date         | Format: MMDDYYYY<br>This is a system date stamp representing the date this file was created by the Owner or Agent and sent to TRACS or the CA. No dashes or spaces should be used in this field.  |
| 28   | M    | OA Software Vendor        | 238            | 20           | Alphanumeric | Name of the software product used to by the owner/agent to create this submission. If the software was developed in-house, enter "Developed In-house".  |
| 29   | M    | Release/Version           | 258            | 10           | Alphanumeric | The release or version number associated with the software used by the O/A to create this submission. Enter "N/A" if no Release or Version identification exists.   |
| The following fields are required for CA or third-party submissions to TRACS |      |                           |                |              |              |   |
| 30   | MOC  | CA ID                     | 268            | 5            | Alphanumeric | <b>Mandatory for Contract Administrator submissions to TRACS:</b> Enter the five-character CA ID assigned by the HUD accounting system.   |
| 31   | MOC  | Sender's Telecom Address  | 273            | 10           | Alphanumeric | <b>Mandatory for CA or third-party submissions.</b> The telecommunications identifier assigned by HUD to the sender submitting the data to TRACS. Positions 1-5 must contain "TRACS." The last 5-positions are the HUD assigned number. <b>(Formerly Mailbox ID)</b><br><br>When Internet Batch is implemented the same format will be used, but the last six-positions will be an M-ID associated with the contract or project.<br>Example: TRACM12345 |

### TENHR **Tenant** Header Record

| MAT Field | Note       | Field Name                  | Start Position | Field Length | Field Type   | Definitions and Edits  |
|-----------|------------|-----------------------------|----------------|--------------|--------------|--|
| <b>32</b> | <b>MOC</b> | CA Transmission Date        | <b>283</b>     | 8            | Date         | <b>Mandatory for CA or third-party submissions.</b> Format: MMDDYYYY<br>This is a system date stamp representing the date this file was sent to TRACS by the CA or third party. No dashes or spaces should be used in this field.  |
| <b>33</b> | <b>MOC</b> | CA Software Vendor          | <b>291</b>     | 20           | Alphanumeric | <b>Mandatory for CA or third-party submissions.</b> Name of the software product used by the CA or third party to create this submission. If the software was developed in-house, enter "Developed In-house."  |
| <b>34</b> | <b>MOC</b> | CA Software Release/Version | <b>311</b>     | 10           | Alphanumeric | <b>Mandatory for CA or third-party submissions.</b> The release or version number associated with the software used to create this file. Enter "N/A" if no Release or Version identification exists.   |
| <b>35</b> |            | Agency Defined Data         | <b>321</b>     | 20           | Alphanumeric | Reserved for CA or third-party use. This field may contain any value the agency wishes to use. Its purpose is to provide a way for the agency to track their transmissions or to specify their own software releases, or for any other purpose. <b>This data will be returned as a field in the HUD transmission acknowledgment.</b> |

**M** = Mandatory field; has a value not equal to spaces or zeros   **MOC** = Mandatory on condition(s)   **F** = Future field; if not valued, send appropriate fill characters

**MAT 10 Section 1: (Re) Certification Header Record**  
 (There is always a single header record for each (Re) Certification)

| <b>MAT Field</b> | <b>Note</b> | <b>Field Name</b>        | <b>Start Position</b> | <b>Field Length</b> | <b>Field Type</b> | <b>Definitions and Edits</b>   |
|------------------|-------------|--------------------------|-----------------------|---------------------|-------------------|--|
| 1                | <b>M</b>    | Record Identifier        | 1                     | 5                   | Alphanumeric      | Value must equal "MAT10."  |
| 2                | <b>M</b>    | Release/Version Number   | 6                     | 7                   | Alphanumeric      | Value must equal "2.0. <b>1.B</b> "<br>TRACS Release = 2.0. <b>1</b> .<br>TRACS Version = <b>B</b>                     |
| 3                | <b>M</b>    | Record Number            | 13                    | 5                   | Numeric           | A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under the TENHR. |
| 4                | <b>M</b>    | Section Indicator        | 18                    | 1                   | Numeric           | Value must equal "1."  |
| 5                | <b>M</b>    | Number of Basic Records  | 19                    | 4                   | Numeric           | Value must equal "0001."   |
| 6                | <b>M</b>    | Number of Family Records | 23                    | 4                   | Numeric           | The number of MAT10, Section 3 records (one record for each family member in this household).                          |
| 7                |             | Number of Income Records | 27                    | 4                   | Numeric           | The number of MAT10, Section 4 records (one for each income) in this household.  |
| 8                |             | Number of Asset Records  | 31                    | 4                   | Numeric           | The number of MAT10, Section 5 records (one for each asset) in this household.   |

**M** = Mandatory field; has a value not equal to spaces or zeros    **MOC** = Mandatory on condition    **F** = Future field; if not valued, send appropriate fill characters

## MAT 10 Section 2: Basic Record

(There is always a single basic record for each (Re) Certification)

| MAT Field | Note | Field Name                          | Start Position | Field Length | Field Type   | Definitions and Edits  |
|-----------|------|-------------------------------------|----------------|--------------|--------------|--|
| 1         | M    | Section Indicator                   | 1              | 1            | Numeric      | Value must equal "2."  |
| 2         | M    | Record Number                       | 2              | 5            | Numeric      | A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under the TENHR.   |
| 3         |      | Tenant Number                       | 7              | 10           | Alphanumeric | This field is for Industry use. TRACS will return this field to the sender with error messages. Left justify, space fill. A number assigned by a PHA or owner to uniquely identify a tenant household.   |
| 4         |      | Previous Head ID                    | 17             | 9            | Alphanumeric | If this is a first time submission of this certified household to the TRACS automated system, space fill this field.<br><br>If this is not a first time submission to TRACS for this household, code a value only if the head of household identifiers have changed. This value should be the SSN/TRACS ID, identifying the previous head of household.                          |
| 5         |      | Previous Transaction Effective Date | 26             | 8            | Date         | MMDDYYYY. If this is a first time submission of this certified household to TRACS, space fill this field. For subsequent submissions to TRACS, code the value only if the head of household identifier (Head Id + Transaction Effective Date) has changed. In that case, use the transaction effective date from the previous full certification transmitted for this household. |
| 6         |      | Previous Head Last Name             | 34             | 20           | Alphanumeric | If this is a first time submission of this certified household to TRACS, space fill this field. For subsequent submissions to TRACS, code a value only if the head of household has changed.   |
| 7         |      | Previous Head First Name            | 54             | 20           | Alphanumeric | If this is a first time submission of this certified household to TRACS, space fill this field. For subsequent submissions to TRACS, code a value only if the head of household has changed.   |
| 8         |      | Previous Head Middle Initial Name   | 74             | 1            | Alphanumeric | If this is a first time submission of this certified household to TRACS, space fill this field. For subsequent submissions to TRACS, code a value only if the household head has changed.  |

**MAT 10 Section 2: Basic Record**

(There is always a single basic record for each (Re) Certification)

| MAT Field | Note | Field Name  | Start Position | Field Length | Field Type   | Definitions and Edits  |
|-----------|------|---|----------------|--------------|--------------|--|
| 9         |      | Previous Head Birth Date                          | 75             | 8            | Date         | If this is a first time submission of this certified household to TRACS, space fill this field. For subsequent submissions to TRACS, code a value only if the head of household has changed.   |
| 10        | F    | FIPS County Code                                  | 83             | 3            | Alphanumeric | The Federal Information Processing Standards code designating the county in which the project is located.  |
| 11        | M    | Transaction Effective Date                        | 86             | 8            | Date         | MMDDYYYY<br>For a (re) certifications, this is the certification effective date.<br>For (re) certification corrections this is the date any change in AP is effective.<br>(See 4350.3 CHG-27, Appendix 11)   |
| 12        | M    | Project Move-In Date                              | 94             | 8            | Date         | MMDDYYYY<br>The date the tenant moved into the project.  |
| 13        | M    | Transaction Type<br>(Formerly Certification Type) | 102            | 2            | Alphanumeric | Valid Codes:<br>AR = Annual Recertification (Formerly "4")<br>CR = Converted from RAP to Section 8 (Formerly "2" plus Converted From Program Type = "R")<br>CS = Converted from Rent Supplement (Formerly "2" plus Converted From Program Type = "S")<br>IC = Initial Certification (Formerly "3")<br>IR = Interim Recertification (Formerly "5")<br>MI = Move In (Formerly "1") |
| NOTE      |      | Converted From Program Type                       |                |              |              | Replaced by expanded Transaction Type code   |
| 14        |      | Action Processed Code                             | 104            | 1            | Alphanumeric | The valid code is:<br>Space = Not a correction<br>1 = Correction to a prior 50059.<br>Rent rebate is not supported by TRACS.   |



**MAT 10 Section 2: Basic Record**

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| MAT Field | Note | Field Name   | Start Position | Field Length | Field Type   | Definitions and Edits   |
|-----------|------|--|----------------|--------------|--------------|---|
| 15        | MOC  | Correction Type Code                                 | 105            | 1            | Alphanumeric | <p><b>If the Action Processed Code is "1," Correction Type must be populated.</b></p> <p>The values are:</p> <p>Space = No correction</p> <p>1 = (Reserved - Not for owner/Agent Use)</p> <p>2 = Corrects owner/agent certification errors including:<br/>project number, contract number, or certification type.</p> <p>3 = Corrects tenant misreporting including: underreporting of income and incorrect information about family members.</p> <p>(See 4350.3 CHG-27, Appendix 11)</p> |
| 16        | MOC  | Effective Date of Certification Being Corrected      | 106            | 8            | Date         | <p><b>Mandatory if the Action Processed Code is "1."</b></p> <p>For Corrections to (re) certifications, this date is the Transaction Effective Date (Field #11) that was submitted with the full (re) certification being corrected.</p> <p>(See 4350.3 CHG-27, Appendix 11, Item 11E)</p>  |
| 17        |      | Previous Subsidy (Formerly Subsidy Change Indicator) | 114            | 1            | Alphanumeric | <p>The previous subsidy when there has been a change in subsidy for the tenant or when the tenant moves from assisted to market rent or from market rent to assisted.</p> <p>Space = No previous history in this project.</p> <p>0 = Market Rent</p> <p>1 = Section 8</p> <p>2 = Rent Supplement</p> <p>3 = RAP</p> <p>4 = Section 236</p> <p>5 = BMIR</p> <p>7 = Section 202 PRAC</p> <p>8 = Section 811 PRAC</p> <p>9 = Section 202/162 PAC</p>   |

**MAT 10 Section 2: Basic Record**

(There is always a single basic record for each (Re) Certification)

| <b>MAT Field</b> | <b>Note</b> | <b>Field Name</b>              | <b>Start Position</b> | <b>Field Length</b> | <b>Field Type</b> | <b>Definitions and Edits</b>  |
|------------------|-------------|--------------------------------|-----------------------|---------------------|-------------------|---|
| <b>18</b>        |             | Conversion Date Code           | <b>115</b>            | 1                   | Alphanumeric      | Applies only to tenants converted from Rent Supplement or RAP and are now receiving Section 8. Values are:<br>1 = Converted before 10/01/81<br>2 = Converted between 10/01/81 and 9/30/84<br>3 = Converted on or after 10/01/84     |
| <b>19</b>        |             | Age 62 At Conversion Indicator | <b>116</b>            | 1                   | Alphanumeric      | Applies only to tenants converted from Rent supplement or RAP and are now receiving Section 8. Values are:<br>Y = Head or spouse 62 on date of conversion<br>N = Neither head nor spouse was 62                                     |
| <b>20</b>        |             | Continuous Section 8 Indicator | <b>117</b>            | 1                   | Alphanumeric      | Applies only to tenants converted from Rent Supplement or RAP and are now receiving Section 8. Values are:<br>Y = Received Section 8 continuously since conversion<br>N = Have not received Section 8 continuously since conversion |
| <b>21</b>        |             | Race                           | <b>118</b>            | 1                   | Alphanumeric      | Valid Race Codes:<br>1 = White<br>2 = Black<br>3 = American Indian/Native American<br>4 = Asian/Pacific Islander  |
| <b>22</b>        |             | Ethnicity                      | <b>119</b>            | 1                   | Alphanumeric      | Valid Ethnicity Codes:<br>1 = Hispanic<br>2 = Non-Hispanic  |
| <b>23</b>        |             | Previous Housing Code          | <b>120</b>            | 1                   | Alphanumeric      | Valid Previous Housing Codes:<br>1 = Substandard<br>2 = Without or about to be Without Housing<br>3 = Standard<br>4 = Conventional Public Housing<br>(Owned by a Public Housing Agency)   |

## MAT 10 Section 2: Basic Record

(There is always a single basic record for each (Re) Certification)

| MAT Field | Note | Field Name                     | Start Position | Field Length | Field Type   | Definitions and Edits  |
|-----------|------|--------------------------------|----------------|--------------|--------------|--|
| 24        |      | Displacement Status Code       | 121            | 1            | Alphanumeric | Valid Displacement Status Codes:<br>1 = Government Action<br>2 = Natural Disaster<br>3 = Private Action<br>4 = Not Displaced           |
| 25        |      | Filler                         | 122            | 3            | Alphanumeric | Federal Preference code has been discontinued.   |
| 26        |      | Number of Family Members       | 125            | 2            | Numeric      |  |
| 27        |      | Number of Foster Live-ins      | 127            | 2            | Numeric      |  |
| 28        |      | Number of Dependents           | 129            | 2            | Numeric      |  |
| 29        |      | Total Assets                   | 131            | 6            | Numeric      |  |
| 30        |      | Total Income from Assets       | 137            | 6            | Numeric      |  |
| 31        |      | Reported Passbook Rate Percent | 143            | 6            | Numeric      | Four decimal positions implied. For example, the handbook passbook rate of 2% would be entered as .0200. Enter 0000 if not applicable. |
| 32        |      | Imputed Income from Assets     | 149            | 6            | Numeric      |  |
| 33        |      | Total Employment Income        | 155            | 6            | Numeric      | Includes the sum of family incomes with income codes:<br>B = Business<br>F = Federal Wage<br>M = Military Wage<br>W = Non-Federal Wage |

**MAT 10 Section 2: Basic Record**

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| <b>MAT Field</b> | <b>Note</b> | <b>Field Name</b>                        | <b>Start Position</b> | <b>Field Length</b> | <b>Field Type</b> | <b>Definitions and Edits</b>   |
|------------------|-------------|--|-----------------------|---------------------|-------------------|--|
| <b>34</b>        |             | Total Pension Income                     | <b>161</b>            | 6                   | Numeric           | Includes the sum of family incomes with income codes:<br>PE = Pensions<br>SI = Supplemental Security Income<br>SS = Social Security              |
| <b>35</b>        |             | Total Public Assistance Income           | <b>167</b>            | 6                   | Numeric           | Includes the sum of family incomes with income codes:<br>T = TANF<br>G = General Assistance  |
| <b>36</b>        |             | Total Other Income                       | <b>173</b>            | 6                   | Numeric           | Includes the sum of family incomes with income codes:<br>CS = Child Support<br>I = Indian Trust<br>N = Other Non-Wage Source<br>U = Unemployment |
| <b>37</b>        |             | Non-Asset Income                         | <b>179</b>            | <b>6</b>            | Numeric           |  |
| <b>38</b>        |             | Asset Income                             | <b>185</b>            | <b>6</b>            | Numeric           |  |
| <b>39</b>        |             | Annual Income Amount                     | <b>191</b>            | <b>6</b>            | Numeric           |  |
| <b>40</b>        |             | Low Income Limit Amount                  | <b>197</b>            | <b>6</b>            | Numeric           |  |
| <b>41</b>        |             | Very Low Income Limit Amount             | <b>203</b>            | <b>6</b>            | Numeric           | Zeros, if not applicable.<br>Required for: Section 8, <b>202/162 PAC</b> , Section 202 PRAC and Section 811 PRAC.                                |
| <b>42</b>        | <b>F</b>    | <b>Extremely Low Income Limit Amount</b> | <b>209</b>            | <b>6</b>            | <b>Numeric</b>    | <b>Zeros if not applicable.</b><br><b>Required for: Section 8.</b><br><b>Less than 30% of median income.</b>                                     |
| <b>43</b>        |             | Eligibility Universe Code                | <b>215</b>            | 1                   | Alphanumeric      | 1 = Pre-1981<br>2 = Post-1981<br>Space = Not Section 8   |

**MAT 10 Section 2: Basic Record**

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| MAT Field | Note | Field Name                          | Start Position | Field Length | Field Type   | Definitions and Edits  |
|-----------|------|-------------------------------------|----------------|--------------|--------------|--|
| 44        |      | Current Income Status Code          | 216            | 1            | Alphanumeric | Space = Not Section 8<br>1 = Lower<br>2 = Very Low<br>3 = Extremely Low (Future)   |
| 45        |      | Section 8 Assistance 1984 Indicator | 217            | 1            | Alphanumeric | Space = Not Section 8<br>Y = Yes<br>N = No<br>Complete only if Eligibility Universe Code (Field #44) is Post-1981 ("2") and Current Income Status Code (Field # 45) is Lower ("1"): otherwise, space fill. |
| 46        |      | Income Exception Code               | 218            | 3            | Alphanumeric | Permitted Values:<br>Spaces = no exceptions<br>CV; EDT; EIT; EAT; AA; EP<br>(See 4350.3 CHG-27, Appendix 11, Item 34C.)  |
| 47        |      | Dependent Allowance                 | 221            | 6            | Numeric      | \$480 X Number of Dependents (Field #29)   |
| 48        |      | Market Rent                         | 227            | 6            | Numeric      | Required if Section 236 is the primary or secondary subsidy.<br>Zero fill if not applicable.   |
| 49        |      | 3% of Income                        | 233            | 6            | Numeric      | Annual Income Amount (Field #40) X 0.03  |
| 50        |      | Handicap Expense                    | 239            | 6            | Numeric      |  |
| 51        |      | Handicap Allowance                  | 245            | 6            | Numeric      |  |
| 52        |      | Medical Expense                     | 251            | 6            | Numeric      |  |
| 53        |      | Medical Allowance                   | 257            | 6            | Numeric      |  |
| 54        |      | Elderly Allowance                   | 263            | 6            | Numeric      |  |
| 55        |      | Total Allowance                     | 269            | 6            | Numeric      |  |

## MAT 10 Section 2: Basic Record

(There is always a single basic record for each (Re) Certification)

| MAT Field | Note | Field Name                           | Start Position | Field Length | Field Type   | Definitions and Edits   |
|-----------|------|--------------------------------------|----------------|--------------|--------------|---|
| 56        |      | Adjusted Income Amount               | 275            | 6            | Numeric      |   |
| 57        |      | Contract Rent Amount                 | 281            | 6            | Numeric      | This value <u>cannot</u> be zero.   |
| 58        |      | Utility Allowance Amount             | 287            | 6            | Numeric      | Zero if not applicable.   |
| 59        |      | Gross Rent                           | 293            | 6            | Numeric      | Contract Rent (Field #58) + Utility Allowance Amount (Field #59)  |
| 60        |      | Welfare Rent                         | 299            | 6            | Numeric      | Zero if not applicable.   |
| 61        |      | HCDA %                               | 305            | 2            | Numeric      | Value = 30 or 00.   |
| 62        |      | Worksheet Code                       | 307            | 1            | Alphanumeric | Enter the Worksheet Code for the worksheet used to calculate the TTP.<br>Valid Worksheet Code values are: D, E, F or G.   |
| 63        | MOC  | Minimum Rent Hardship Exemption Code | 308            | 1            | Alphanumeric | <b>Required if tenant is claiming exemption from the \$25 minimum rent.</b><br>Valid Codes are:<br>Space = Not Applicable<br>1 = Lost eligibility or awaiting an eligibility determination for a Federal, State or local assistance program.<br>2 = Family would otherwise be evicted because it is unable to pay the minimum rent.<br>3 = Family income has decreased due to changed circumstances, including loss of employment.<br>4 = Death in Family<br>5 = Other circumstances determined by the responsible entity or HUD. |
| 64        |      | Total Tenant Payment                 | 309            | 6            | Numeric      | Zero if not applicable.   |

## MAT 10 Section 2: Basic Record

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| MAT Field | Note | Field Name                    | Start Position | Field Length | Field Type   | Definitions and Edits  |
|-----------|------|-------------------------------|----------------|--------------|--------------|--|
| 65        |      | Tenant Rent                   | 315            | 6            | Numeric      |  |
| 66        |      | Utility Reimbursement         | 321            | 6            | Numeric      | Zero if not applicable.  |
| 67        |      | Assistance Payment Amount     | 327            | 6            | Numeric      | Zeros if not applicable. A negative assistance payment amount is only appropriate for a PRAC unit.   |
| 68        |      | % Actually Charged            | 333            | 6            | Numeric      | Two decimal positions implied. For example, code 12000 for 120% and code 03050 for 30.5%. Enter 00000 if this is not applicable.   |
| 69        |      | HURRA Rent Increase Indicator | 339            | 1            | Alphanumeric | “Y” = Yes<br>“N” = No  |
| 70        |      | Next Recertification Date     | 340            | 8            | Date         | MMDDYYYY. Next Recertification cannot be more than one year after the Effective Date.  |
| 71        |      | Bedroom Count                 | 348            | 2            | Numeric      |  |
| 72        | F    | Building ID                   | 350            | 19           | Numeric      | REAC-assigned Building Number.   |
| 73        | M    | Unit Number                   | 369            | 10           | Alphanumeric | If the Unit Number is used once within the project then enter the unit number. If the Unit Number is used more than once within the project add a unique identifier-for example, alpha character or dash with number. Do not use the street address. |
| 74        | MOC  | Security Deposit              | 379            | 6            | Numeric      | The security deposit is for Section 8, PAC and PRAC tenants. Established at move-in, the amount is equal to one month's Total Tenant Payment or \$50, whichever is greater.  |
| 75        | F    | Region Code                   | 385            | 2            | Alphanumeric | The 2-character code for the Area associated with this certified household.  |
| 76        | F    | Field Office Code             | 387            | 2            | Alphanumeric | The 2-character code for the Field Office associated with this certified household.  |
| 77        |      | Tenant Signed Date            | 389            | 8            | Date         | The date the tenant signed this (re)certification.   |

## MAT 10 Section 2: Basic Record

(There is always a single basic record for each (Re) Certification)

| MAT Field | Note | Field Name                       | Start Position | Field Length | Field Type   | Definitions and Edits   |
|-----------|------|----------------------------------|----------------|--------------|--------------|---|
| 78        | M    | Owner Signed Date                | 397            | 8            | Date         | The date the owner signed this (re)certification.   |
| 79        | MOC  | Household Assistance Status Code | 405            | 1            | Alphanumeric | <p>Required by TRACS for tenants with a Project Move-In Date on or after 6/19/95. Also required for all in-place tenants no later than 6/19/96. If not submitted when required, TRACS will generate a discrepancy message. Valid values are:</p> <p>N = Subsidy Type is <b>not</b> subject to the Non-Citizen Rule.</p> <p>F = Full Assistance while the verification of eligibility is pending. A family is in this status if any member is awaiting verification of eligibility.</p> <p>E = All members of the family are eligible under the Non-Citizen Rule. The family receives full assistance.</p> <p>C = Continued Assistance. The mixed family, resident on/before June 19,1995, qualifies for continuation of full assistance under the Non-Citizen Rule.</p> <p>P = Prorated Assistance. The family qualifies for and receives Prorated Assistance under the Non-Citizen Rule.</p> <p>T = Temporary Deferral of Termination. The family is <b>not</b> eligible for assistance under the Non-Citizen Rule, or the family qualifies for Prorated Assistance and elects Temporary Deferral of Termination status.</p> |
| 80        | F    | Family Addition Adoption         | 406            | 2            | Numeric      | The number of expected adopted family members.  |
| 81        | F    | Family Addition Pregnancy        | 408            | 2            | Numeric      | The number of expected family additions by childbirth.  |
| 82        | F    | Family Addition Foster Children  | 410            | 2            | Numeric      | The number of expected foster children as family additions.   |



## MAT 10 Section 2: Basic Record

(There is always a single basic record for each (Re) Certification)

| MAT Field | Note | Field Name                       | Start Position | Field Length | Field Type       | Definitions and Edits   |
|-----------|------|----------------------------------|----------------|--------------|------------------|---|
| 83        |      | Child Care Expense A             | 412            | 6            | Numeric          | Expenses that enable a family member to work.   |
| 84        |      | Child Care Expense B             | 418            | 6            | Numeric          | Expenses that enable a family member to look for work or to attend school.  |
| 85        | M    | Voucher Date                     | 424            | 8            | Date<br>MMDDYYYY | The voucher period in which the transaction affects a monthly subsidy voucher or payment. In the case of a 236 or BMIR, use the month for which the transaction was submitted. <b>“DD” will always be “01.”</b>   |
| 86        |      | Secondary Subsidy Type           | 432            | 1            | Alphanumeric     | Valid values are:<br>S = This prorated tenant benefits from Section 8, RAP or Rent Supplement <b>and</b> Section 236.<br>Space = The prorated tenant does not benefit from Section 236 in addition to Section 8, RAP or Rent Supplement.<br><b>NOTE: Space = Blank</b>      |
| 87        |      | Survivor Indicator               | 433            | 1            | Alphanumeric     | Indicates that the current head of household does not meet the special conditions to qualify for the unit, but does qualify as the survivor of person who originally met the special requirements.<br>Valid value is:<br>“Y” = Yes  |
| 88        | F    | Waiver Type Code                 | 434            | 4            | Alphanumeric     |   |
| 89        | F    | Move Into Unit Code              | 438            | 8            | Date             | The date the family moved into the unit. Code only if different from Project Move In Date.  |
| 90        | F    | Other Preference Code            | 446            | 3            | Alphanumeric     | Preference codes (excluding Federal Preference Codes) indicate local preference codes (if applicable).  |
| 91        | MOC  | Baseline Certification Indicator | 449            | 1            | Alpha            | This indicator is valued with “Y” when establishing a family in TRACS with an AR, IR, Move In or Initial Certification. A Correction can be a baseline. Without the baseline indicator, tenants can only be established in the TRACS database with an MI, IC or Correction. |

## MAT 10 Section 2: Basic Record

(There is always a single basic record for each (Re) Certification)

| MAT Field  | Note | Field Name               | Start Position | Field Length | Field Type   | Definitions and Edits  |
|--|------|--------------------------|----------------|--------------|--------------|--|
| 92   |      | Plan of Action Indicator | 450            | 1            | Alphanumeric | This indicator is valued with “2” or “6” if the project is either Title II or Title VI. This indicator will be used to modify the Section 8 edit to accept Plan of Action computations. This indicator is valued with:<br>2 = if the project is under Plan of Action Title II.<br>6 = if the project is under Plan of Action Title VI.   |
| 93   |      | HUD-Owned Indicator      | 451            | 1            | Alpha        | This indicator is valued with “Y” if the project is HUD-owned. This indicator will permit HUD-Owned projects to submit certifications to TRACS.  |
| 94   |      | Unit Transfer Code       | 452            | 1            | Alphanumeric | The values are:<br>Space = Not a Unit Transfer<br>Y = Unit Transfer<br><b>Note: If the unit number in a (re) certification is not the same as the (re) certification it supersedes, and the unit transfer indicator is not ‘Y,’ the (re) certification will be rejected.</b><br>Neither the project number nor the contract number can change with a unit transfer. If either attribute changes, effect the transfer by moving the tenant out of their previous unit and use an Initial Certification to establish the tenant in their new home.<br>A MAT70 should be submitted for a unit transfer where the tenant is not to be recertified. |
| 95   | MOC  | Previous Unit Number     | 453            | 10           | Alphanumeric | The previous unit number is required if the (re) certification includes a unit transfer.   |
| <b>TENANT ACCESSIBILITY QUALIFICATIONS:</b> The owner or management agent must certify whether the family occupying the unit specified in the (re) certification requires the accessibility features of the unit.<br><b>NOTE:</b> “Family, as used below, should be interpreted under the rules for “eligible families” as defined by the subsidy program. |      |                          |                |              |              |  |
| 96   | M    | Mobility Impaired        | 463            | 1            | Alphanumeric | Tenant is mobility impaired:<br>Y = Yes<br>N = No  |

**MAT 10 Section 2: Basic Record**

(There is always a single basic record for each (Re) Certification)

| <b>MAT Field</b> | <b>Note</b> | <b>Field Name</b>                         | <b>Start Position</b> | <b>Field Length</b> | <b>Field Type</b> | <b>Definitions and Edits</b>  |
|------------------|-------------|---|-----------------------|---------------------|-------------------|---|
| 97               | M           | Hearing Impaired                          | 464                   | 1                   | Alphanumeric      | Tenant is hearing impaired:<br>Y = Yes<br>N = No                      |
| 98               | M           | Visually Impaired                         | 465                   | 1                   | Alphanumeric      | Tenant is visually impaired:<br>Y = Yes<br>N = No                     |
| 99               | M           | Tenant requires no accessibility features | 466                   | 1                   | Alphanumeric      | Unit Tenant occupies has accessibility features:<br>Y = Yes<br>N = No |

M = Mandatory field, has a value not equal to spaces or zeros    MOC = Mandatory on condition(s)    F = Future field; if not valued, send appropriate fill characters

**MAT10 Section 3: Family Record**

(There is a record in this section for each family member recorded on the (Re) Certification.)

| MAT Field | Note | 50059 Item | Field Name          | Start Position | Field Length | Field Type   | Definitions and Edits   |
|-----------|------|------------|---------------------|----------------|--------------|--------------|---|
| 1         | M    |            | Section Indicator   | 1              | 1            | Numeric      | Value must equal "3."   |
| 2         | M    |            | Record Number       | 2              | 5            | Numeric      | A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under the TENHR.  |
| 3         | M    | 13         | Member Number       | 7              | 2            | Numeric      | The head of household must have a member number of "01." Also, field #7, Relationship Code, must be coded "H." No other family records for the household may contain these codes. Assign a member number to each family member. These member numbers will be used to associate income to specific family members. <b>Zeros (00) are not valid.</b>  |
| 4         | M    | 14a        | Last Name           | 9              | 20           | Alphanumeric |   |
| 5         | M    | 14b        | First Name          | 29             | 20           | Alphanumeric |   |
| 6         |      | 14c        | Middle Initial Name | 49             | 1            | Alphanumeric |   |
| 7         | M    | 15         | Relationship Code   | 50             | 1            | Alphanumeric | The head of household must have a relationship code of "H." See definition for member number, field #3, for additional qualification of head of household or refer to the HUD 4350.3 Handbook. Valid Relationship Codes are:<br><b>D = Dependent</b><br><b>F = Foster child(ren)</b><br><b>H = Head of household</b><br><b>K = Co-head of household</b><br><b>L = Others living in the unit who are not members of the family</b><br><b>O = Other adult family member whose income is counted as annual income</b><br><b>S = Spouse</b> |
| 8         |      | 16         | Sex Code            | 51             | 1            | Alphanumeric | Valid Sex Codes:<br>F = Female<br>M = Male  |

### MAT10 Section 3: Family Record

(There is a record in this section for each family member recorded on the (Re) Certification.)

| MAT Field | Note       | 50059 Item | Field Name              | Start Position | Field Length | Field Type   | Definitions and Edits  |
|-----------|------------|------------|-------------------------|----------------|--------------|--------------|--|
| 9         | <b>M</b>   | 17         | Birth Date              | 52             | 8            | Date         | MMDDYYYY   |
| 10        |            | 19         | Special Status Code     | 60             | 4            | Alphanumeric | Enter all codes that apply.<br><b>E = Elderly Head, Co-head, or Spouse</b><br>(at least 62 on certification effective date)<br><b>S = Full-time student 18 or older</b><br><b>H= Handicapped/Disabled family member</b><br><b>J = Dependent whose custody is jointly shared by more that one family</b>  |
| 11        | <b>M</b>   | 20         | Identification Code     | 64             | 9            | Alphanumeric | Code 999999999 if no SSN/TRACS ID. Do not enter the TRACS-generated T Number if the name has changed from the last recertification for this family. A new T Number will be generated.<br><i>NOTE: This is the Family Member's SSN/TRACS ID; it is not the SSN Benefit Claim Number.</i>  |
| 12        | <b>MOC</b> | 21         | Member Eligibility Code | 73             | 2            | Alphanumeric | Required by TRACS for tenants with a Project Move-In Date on or after 6/19/95 and a Household Assistance Status Code other than "N." It is also required for all in-place tenants to whom it applies no later than 6/19/96. If not submitted when required TRACS will generate a discrepancy message.<br>Valid Values:<br>EC = Member is an Eligible Citizen.<br>EN = Member is an Eligible Non-Citizen.<br>IC = Ineligible Child of a Head of Household or Spouse.<br>IN = Member is an Ineligible Non-Citizen.<br>IP = Ineligible Parent of a Head of Household or Spouse.<br>PV = Member's eligibility status is Pending Verification.<br>XX = Persons who are not counted under the Non-Citizen Rule (foster children; live-in attendants; persons with a relationship code of "N"). |

**MAT10 Section 3: Family Record**

(There is a record in this section for each family member recorded on the (Re) Certification.)

| <b>MAT Field</b> | <b>Note</b> | <b>50059 Item</b> | <b>Field Name</b>         | <b>Start Position</b> | <b>Field Length</b> | <b>Field Type</b> | <b>Definitions and Edits</b>  |
|------------------|-------------|-------------------|---------------------------|-----------------------|---------------------|-------------------|---|
| 13               |             |                   | Alien Registration Number | 75                    | 10                  | Alphanumeric      |   |
| 14               | <b>F</b>    | 23                | Occupation Description    | 85                    | 10                  | Alphanumeric      |   |
| 15               |             | 28a               | Able To Work Care Code    | 95                    | 2                   | Alphanumeric      | Assistance provided so a household member can work.<br><br>Valid codes are:<br>“C” = Child Care<br>“H” = Handicapped<br>“CH” = Both |
| 16               | <b>F</b>    |                   | Care Received Care Code   | 97                    | 2                   | Alphanumeric      |   |

**M** = Mandatory field; has a value not equal to spaces or zeros    **MOC** = Mandatory on condition    **F** = Future field; if not valued, send appropriate fill characters

### MAT10 Section 4: Income Record

(There is a record in this section for each member's occurrence of each type of income.)

| MAT Field | Note | 50059 Item | Field Name        | Start Position | Field Length | Field Type   | Definitions and Edits  |
|-----------|------|------------|-------------------|----------------|--------------|--------------|--|
| 1         | M    |            | Section Indicator | 1              | 1            | Numeric      | Value must equal "4."  |
| 2         | M    |            | Record Number     | 2              | 5            | Numeric      | A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under the TENHR.   |
| 3         | M    | 13         | Member Number     | 7              | 2            | Numeric      | Numeric starting with "01" for the Head of Household. The member number in the income record must be the same as the Member Number in the MAT10, Section 3 Family Record for the family member associated with the income record. <b>Zeros (00) are not valid.</b>   |
| 4         | M    |            | Code              | 9              | 4            | Alphanumeric | Income Type Code Maintenance descriptions:<br>B = Business<br>CS = Child Support<br>F = Federal Wage<br>G = General Assistance<br>I = Indian Trust<br>M = Military Wage<br>N = Other Non Wage Source<br>PE = Pensions<br>SI = Supplemental Security Income (both personnel benefit and state supplements administered by SSA)<br>SS = Social Security (both personal and dual entitlements)<br><b>T = TANF (Replaces "A = AFDC")</b><br>U = Unemployment<br>W = Non-Federal Wage |
| 5         | M    | 28bcde     | Amount            | 13             | 6            | Numeric      | If a family member has no income, do not submit an Income Record for that family member.   |

### MAT10 Section 4: Income Record

(There is a record in this section for each member's occurrence of each type of income.)

| MAT Field | Note | 50059 Item | Field Name                            | Start Position | Field Length | Field Type   | Definitions and Edits   |
|-----------|------|------------|---------------------------------------|----------------|--------------|--------------|---|
| 6         | F    |            | New Household Member Income Indicator | 19             | 1            | Alphanumeric | A new income producing member to this household who was not on a previous 50059 or who was not producing income on the previous 50059.<br>Valid values are:<br>"Y" = New income member<br>"N" = Not a new income member<br>Space = Not applicable |
| 7         | F    |            | Newly Employed Income Indicator       | 20             | 1            | Alphanumeric | A member of a household who was unemployed on previous 50059 but is now employed on this 50059.<br>"Y" = Newly employed<br>"N" = Still unemployed<br>Space = Not applicable   |
| 8         | F    |            | SSN Benefits Claim Number             | 21             | 9            | Alphanumeric | If this income is derived from social security benefits, code the claim number used to collect those benefits.  |

M = Mandatory field; has a value not equal to spaces or zeros    MOC = Mandatory on condition    F = Future field; if not valued, send appropriate fill characters



**MAT10 Section 5: Asset Record**

(There is a record in this section for each asset recorded on the (Re) Certification.)

| <b>MAT Field</b> | <b>Note</b> | <b>50059 Item</b> | <b>Field Name</b>           | <b>Start Position</b> | <b>Field Length</b> | <b>Field Type</b> | <b>Definitions and Edits</b>   |
|------------------|-------------|-------------------|-----------------------------|-----------------------|---------------------|-------------------|--|
| 1                | M           |                   | Section Indicator           | 1                     | 1                   | Numeric           | Value must equal "5."  |
| 2                | M           |                   | Record Number               | 2                     | 5                   | Numeric           | A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under the TENHR.   |
| 3                | F           | 13                | Member Number               | 7                     | 2                   | Numeric           | Numeric starting with "01" for the Head of Household. The member number in the asset record must be the same as the Member Number in the MAT10, Section 3 Family Record for the family member associated with the asset record. <b>Zeros (00) are not valid.</b> |
| 4                |             | 26a               | Description                 | 9                     | 20                  | Alphanumeric      |  |
| 5                | M           | 26b               | Status                      | 29                    | 1                   | Alphanumeric      | C = Current; I = Imputed.  |
| 6                | M           | 26c               | Cash Value Amount           | 30                    | 6                   | Numeric           |  |
| 7                | M           | 26d               | Actual Yearly Income Amount | 36                    | 6                   | Numeric           |  |

**M** = Mandatory field; has a value not equal to spaces or zeros    **MOC** = Mandatory on condition    **F** = Future field; if not valued, send appropriate fill characters

### MAT15 Address Record

| MAT Field | Note       | Field Name                 | Start Position | Field Length | Field type   | Definitions and Edits   |
|-----------|------------|----------------------------|----------------|--------------|--------------|---|
| 1         | <b>M</b>   | Record Identifier          | 1              | 5            | Alphanumeric | Value must equal "MAT15"  |
| 2         | <b>M</b>   | Release/<br>Version Number | 6              | 7            | Alphanumeric | Value must equal "2.0.1.B"<br>TRACS Release = 2.0.1<br>TRACS Version = B  |
| 3         | <b>M</b>   | Record Number              | 13             | 5            | Numeric      | A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under the TENHR.  |
| 4         | <b>MOC</b> | Head Of Household ID Code  | 18             | 9            | Alphanumeric | <ul style="list-style-type: none"> <li>The SSN/TRACS ID of the Head of Household. Enter 999999999 if the head of household is present but has no SSN/TRACS ID.</li> <li>Head of Household ID Code is required if the unit is occupied and assisted. If the unit is unoccupied or unassisted at the time of the Unit Address Load, the Head of Household ID Code is not required.</li> <li>When the head of the household occupying the unit has no SSN or T-ID, the name and birth date will be required and the Head of Household ID Code field is to be 9-filled.</li> <li>Head of Household ID Code is required for a tenant mailing address MAT15.</li> </ul> |
| 5         | <b>MOC</b> | Head Last Name             | 27             | 20           | Alphanumeric | Required if the unit is occupied, but the head of household has no SSN and the OA does not have the tenant's "T-ID." Not required for unoccupied or unassisted units.   |
| 6         | <b>MOC</b> | Head First Name            | 47             | 20           | Alphanumeric | Required if the unit is occupied, but the head of household has no SSN and the OA does not have the tenant's "T-ID." Not required for unoccupied or unassisted units.   |
| 7         | <b>MOC</b> | Head Middle Initial        | 67             | 1            | Alphanumeric | Required if the unit is occupied, but the head of household has no SSN and the OA does not have the tenant's "T-ID." Not required for unoccupied or unassisted units. Blanks are accepted in this field.  |
| 8         | <b>MOC</b> | Head Birth Date            | 68             | 8            | Date         | MMDDYYYY. Required if the unit is occupied, but the head of household has no SSN and the OA does not have the tenant's "T-ID." Not required for unoccupied or unassisted units.   |
| 9         | <b>F</b>   | Building ID                | 76             | 19           | Alphanumeric |   |

### MAT15 Address Record

| MAT Field | Note | Field Name           | Start Position | Field Length | Field type   | Definitions and Edits  |
|-----------|------|----------------------|----------------|--------------|--------------|--|
| 10        | MOC  | Unit Number          | 95             | 10           | Alphanumeric | <ul style="list-style-type: none"> <li>Unit Number is Mandatory for a MAT15 Unit Address Load transaction. It is not required for a Tenant Mailing Address.</li> <li>Unit Number must be entered using a standard format for the project that meets the “unique within a project” requirement.</li> <li>This must be the same format used when “Unit Number” is entered in (re) certifications (MAT10), move-outs (MAT40) and unit transfers (MAT70).</li> </ul> |
| 11        | MOC  | Previous Unit Number | 105            | 10           | Alphanumeric | The Previous Unit Number is required only when the MAT15 is submitted to change the Unit Address. This field must be populated for unit address change transactions, using the previous Unit Number exactly as it was submitted to TRACS. The Previous Unit Number is required even if the Unit Number is not the address element being changed.   |
| 12        | M    | Address Type         | 115            | 1            | Alphanumeric | Identifies Unit or Mailing Address. A Head of Household ID Code is required for mailing addresses. Values are:<br>“U” = Unit Address<br>“M” = Mailing Address (if different from Unit Address)   |
| 13        | M    | Transaction Type     | 116            | 1            | Numeric      | Valid Transaction Type action by Owner / Agents are:<br>1 = Address Deletion<br>2 = Address (Re) Load (Used for initial address load and to overlay an existing address)<br>3 = Address Maintenance (Used for renumbering units)   |
| 14        | MOC  | First Address Line   | 117            | 45           | Alphanumeric | First Address Line is required for an Address (Re) Load or Maintenance. It should contain the unit number meeting the requirements for mail delivery by the USPS. For a tenant mailing address, the First Address Line can be used for a “care of” or “attention” name. First Address Line is not required for an Address Deletion.  |
| 15        |      | Second Address Line  | 162            | 45           | Alphanumeric | Second Address Line.   |
| 16        |      | Third Address Line   | 207            | 45           | Alphanumeric | Third Address Line.  |

### MAT15 Address Record

| MAT Field | Note | Field Name                  | Start Position | Field Length | Field type   | Definitions and Edits   |
|-----------|------|-----------------------------|----------------|--------------|--------------|---|
| 17        | MOC  | City Name                   | 252            | 28           | Alphanumeric | Required on an Address (Re) Load and an Address Maintenance transaction.  |
| 18        | MOC  | State Code                  | 280            | 2            | Alphanumeric | Required on an Address (Re) Load and an Address Maintenance transaction.  |
| 19        | MOC  | Zip - 5                     | 282            | 5            | Numeric      | Required on an Address (Re) Load and an Address Maintenance transaction. For codes see United States Postal Services Publication 65, available from local post office.                  |
| 20        |      | Zip - 4                     | 287            | 4            | Numeric      | Must enter all zeros when no ZIP-4 is provided.   |
| 21        | M    | Mobility Accessibility Code | 291            | 1            | Alphanumeric | Identifies unit's accessibility status for tenants with mobility impairments.<br>Values are:<br>Y = Accessible for Mobility Impaired<br>N = Not accessible for Mobility Impaired.       |
| 22        | M    | Hearing Accessibility Code  | 292            | 1            | Alphanumeric | Identifies unit's accessibility status for tenants with hearing impairments.<br>Values are:<br>Y = Accessible for the Hearing Impaired<br>N = Not accessible for the Hearing Impaired.  |
| 23        | M    | Visual Accessibility Code   | 293            | 1            | Alphanumeric | Identifies unit's accessibility status for tenants with visual impairments.<br>Values are:<br>Y = Accessible for the Visually Impaired<br>N = Not accessible for the Visually Impaired. |

M = Mandatory field; has a value not equal to spaces or zeros    MOC = Mandatory on condition    F = Future field; if not valued, send appropriate fill characters

**NEW****MAT20 Delete (Re)Certification**

| <b>MAT Field</b> | <b>Note</b> | <b>Voucher Item</b> | <b>Field Name</b>            | <b>Start Position</b> | <b>Field Length</b> | <b>Field Type</b> | <b>Definitions and Edits</b>   |
|------------------|-------------|---------------------|------------------------------|-----------------------|---------------------|-------------------|--|
| 1                | M           |                     | Record Identifier            | 1                     | 5                   | Alphanumeric      | Value must equal "MAT20"   |
| 2                | M           |                     | Release/Version Number       | 6                     | 7                   | Alphanumeric      | Value must equal "2.0.1.B"<br>TRACS Release = 2.0.1.<br>TRACS Version = B  |
| 3                | M           |                     | Record Number                | 13                    | 5                   | Numeric           | A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under the TENHR.                       |
| 4                | M           |                     | Head of Household ID Code    | 18                    | 9                   | Alphanumeric      | The SSN/TRACS ID of the Head of Household. Enter 999999999, if the head of household has no SSN/TRACS ID, and enter the name and birth date. |
| 5                | M           | 1                   | Certification Effective Date | 27                    | 8                   | Date              | The effective date identifying the specific occurrence of a certification to be deleted. The expected date format is MMDDYYYY.               |
| 6                | MOC         | 14a                 | Head Last Name               | 35                    | 20                  | Alphanumeric      | Head of household last name. <b>Required if no Head of Household ID.</b>   |
| 7                | MOC         | 14b                 | Head First Name              | 55                    | 20                  | Alphanumeric      | Head of household first name. <b>Required if no Head of Household ID.</b>  |
| 8                |             | 14c                 | Head Middle Initial Name     | 75                    | 1                   | Alphanumeric      | Head of household middle initial.  |
| 9                | MOC         | 17                  | Head Birth Date              | 76                    | 8                   | Date              | Head of household birth date. <b>Required if no Head of Household ID.</b>  |

**NEW****MAT20 Delete (Re)Certification**

| MAT Field | Note | Voucher Item | Field Name                            | Start Position | Field Length | Field Type   | Definitions and Edits  |
|-----------|------|--------------|---------------------------------------|----------------|--------------|--------------|--|
| 10        | M    |              | Delete Reason Code                    | 84             | 1            | Numeric      | Reason for the Deletion:<br>1 = Reverse Move Out submitted in error.<br>2 = Reverse Unit Transfer (MAT70) submitted in error.<br>3 = Reverse Gross Rent Change (MAT70) submitted in error.<br>5 = Reverse Termination submitted in error.<br>6 = Delete a MAT10 Correction<br>7 = Delete a full certification and all subsequent partial certifications<br>9 = Other (Explain briefly below) |
| 11        | MOC  |              | Comment                               | 85             | 78           | Alphanumeric | <b>Required if Delete Reason Code is "9."</b> Briefly explain reason for deleting the certification occurrence.  |
| 12        | M    |              | Name of Person Authorizing the Delete | 163            | 40           | Alphanumeric | Name of the person authorizing the deletion.   |
| 13        | MOC  | 10.1         | Voucher Date                          | 203            | 8            | Date         | MMDDYYYY: <b>Mandatory if the transaction deleted results in a voucher adjustment.</b> The voucher on which the adjustment precipitated by this Deletion will appear. <b>NOTE: "DD" is always "01."</b>  |
| 14        | M    |              | Transaction Type                      | 209            | 1            | Alphanumeric | Value = DT   |

M = Mandatory field; has a value not equal to spaces or zeros    MOC = Mandatory on condition    F = Future field; if not valued, send appropriate fill characters

## MAT40 Move-Out Record

| MA<br>T<br>Fiel<br>d | Note | Field Name                      | Start<br>Position | Field<br>Length | Field Type   | Definitions and Edits  |
|----------------------|------|---------------------------------|-------------------|-----------------|--------------|--|
| 1                    | M    | Record Identifier               | 1                 | 5               | Alphanumeric | Value must equal "MAT40."  |
| 2                    | M    | Release/Version<br>Number       | 6                 | 7               | Alphanumeric | Value must equal "2.0.1.B."<br>TRACS Release = 2.0.1.<br>TRACS Version = B   |
| 3                    | M    | Record Number                   | 13                | 5               | Numeric      | A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under the TENHR.   |
| 4                    | M    | Transaction Type                | 18                | 2               | Alphanumeric | Value = MO   |
| 5                    | M    | Head of<br>Household ID<br>Code | 20                | 9               | Alphanumeric | The SSN/TRACS ID of the Head of Household. Enter 999999999 if the head of household has no SSN/TRACS ID, and submit the Head of Household's name and birth date.   |
| 6                    | MOC  | Head Last Name                  | 29                | 20              | Alphanumeric | Head of household last name.   |
| 7                    | MOC  | Head First Name                 | 49                | 20              | Alphanumeric | Head of household first name.  |
| 8                    |      | Head Middle<br>Initial Name     | 69                | 1               | Alphanumeric | Head of household middle initial.  |
| 9                    | MOC  | Head Birth Date                 | 70                | 8               | Date         | Head of household birth date.  |
| 10                   | M    | Move Out Date                   | 78                | 8               | Date         | MMDDYYYY. The date the tenant moved out of the project.  |
| 11                   | M    | Unit Number                     | 86                | 10              | Alphanumeric | The unit from which the tenant moved. The unit number must exist in the TRACS address table and be associated with the tenant moving out: otherwise, a discrepancy message will be returned to the sender. |
| 12                   | F    | Building ID                     | 96                | 19              | Alphanumeric | The building from which the tenant moved.  |

### MAT40 Move-Out Record

| MA<br>T<br>Fiel<br>d | Note | Field Name                                      | Start<br>Position | Field<br>Length | Field Type   | Definitions and Edits  |
|----------------------|------|---|-------------------|-----------------|--------------|--|
| 13                   |      | Move Out Code                                   | 115               | 3               | Alphanumeric | The valid codes are:<br>1 = Owner initiated for nonpayment of rent<br>2 = Other initiated other than nonpayment of rent<br>3 = Tenant initiated<br>4 = Death of sole family member<br>5 = Unit Transfer between two contracts or projects<br>6 = HQ Move-Out to facilitate re-establishing an assisted tenant  |
| 14                   | MOC  | Date of Death                                   | 118               | 8               | Date         | MMDDYYYY: <b>Required if the Move-Out Code is "4."</b> The unit is to be vacated within 14-days of the date of death of the sole household member. TRACS will generate a discrepancy if the Move-Out Date is greater than 14-days following the date of death.   |
| 15                   | M    | Voucher Date                                    | 126               | 8               | Date         | The voucher period in which the move-out adjustment is reflected.  |
| 16                   | MOC  | Correction Type                                 | 134               | 1               | Alphanumeric | 1 = Reserved<br>2 = Corrects Owner/Agent Error<br>3 = Corrects tenant misreporting error   |
| 17                   | MOC  | Effective date of Certification being Corrected | 135               | 8               | Date         | This is a "MOC" field. It must be populated if the Correction Type is populated. For corrections to Move-outs, enter the Transaction Effective Date of the full certification to which the move-out was applied. If the move-out was applied to the wrong certification occurrence, delete the move-out (MAT20) and resubmit with the appropriate Transaction Effective Date in the Move-out transaction |

M = Mandatory field; has a value not equal to spaces or zeros    MOC = Mandatory on condition    F = Future field; if not valued, send appropriate fill characters



### MAT65 Termination Record

| MAT Field | Note | Field Name                | Start Position | Field Length | Field Type   | Definitions and Edits  |
|-----------|------|---------------------------|----------------|--------------|--------------|--|
| 1         | M    | Record Identifier         | 1              | 5            | Alphanumeric | Value must equal "MAT65."  |
| 2         | M    | Release/Version Number    | 6              | 7            | Alphanumeric | Value must equal "2.0.1.B."<br>TRACS Release = 2.0.1.<br>TRACS Version = B   |
| 3         | M    | Record Number             | 13             | 5            | Numeric      | A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under the TENHR.   |
| 4         | M    | Transaction Type          | 18             | 2            | Alphanumeric | Value = TM   |
| 5         | M    | Head of Household ID Code | 20             | 9            | Alphanumeric | The SSN/TRACS ID of the Head of Household. Enter 999999999 if the head of household has no SSN/TRACS ID, and enter the Head of Household's name and birth date.  |
| 6         | MOC  | Head Last Name            | 29             | 20           | Alphanumeric | Head of household last name. <b>Required if no Head of Household ID.</b>   |
| 7         | MOC  | Head First Name           | 49             | 20           | Alphanumeric | Head of household first name. <b>Required if no Head of Household ID.</b>  |
| 8         |      | Head Middle Initial       | 69             | 1            | Alphanumeric | Head of household middle initial.  |
| 9         | MOC  | Head Birth Date           | 70             | 8            | Date         | Head of household birth date. <b>Required if no Head of Household ID.</b>  |
| 10        | M    | Term Effective Date       | 78             | 8            | Date         | MMDDYYYY. The date this termination became or will become effective.   |
| 11        | M    | Termination Code          | 86             | 3            | Alphanumeric | Valid Termination Codes:<br>TI = Equals/Exceeds Gross Rent (Replaces "TTP")<br>TC = Did not supply citizenship/eligible alien documentation<br>TR = Did not re-certify on time. Tenant required to pay market rent.<br>TF = Tenant refused to transfer as agreed or submitted false data.<br>LR = Did not re-certify on time. Temporarily paying market rent.<br>CE = Subsidy contract expired or combined with a renewal contract.<br><b>The following codes are reserved for HUD use only.</b><br>EN = Contract terminated for enforcement action.<br>HQ = TRACS generated termination for failure to recertify, submit a termination or move-out. |
| 12        |      | Description               | 89             | 78           | Alphanumeric | Free form text.  |
| 13        | F    | Building ID               | 167            | 19           | Alphanumeric | The building in which the tenant lives.  |
| 14        | M    | Unit Number               | 186            | 10           | Alphanumeric | The unit in which the tenant lives.  |
| 15        | M    | Voucher Date              | 196            | 8            | Date         | MMDDYYYY: The date of the voucher in which the termination is reflected<br>NOTE: "DD" is always "01".  |

## MAT65 Termination Record

| MAT Field | Note | Field Name                                      | Start Position | Field Length | Field Type   | Definitions and Edits   |
|-----------|------|---|----------------|--------------|--------------|---|
| 16        | MOC  | Correction Type                                 | 204            | 1            | Alphanumeric | 1 = Reserved<br>2 = Corrects Owner/Agent Error<br>3 = Corrects tenant misreporting error  |
| 17        | MOC  | Effective Date of Certification Being Corrected | 205            | 8            | Date         | This is a "MOC" field. It must be populated if the Correction Type is populated. For corrections to Terminations, enter the Transaction Effective Date of the full certification to which the termination was applied. If the termination was applied to the wrong certification occurrence, delete the termination (MAT20) and resubmit with the appropriate Transaction Effective Date in the termination transaction |

**M** = Mandatory field; has a value not equal to spaces or zeros    **MOC** = Mandatory on condition    **F** = Future field; if not valued, send appropriate fill characters

### MAT70 Unit Transfer/Gross Rent Change Record

| MAT Field | Note | Field Name                 | Start Position | Field Length | Field Type   | Definitions and Edits   |
|-----------|------|----------------------------|----------------|--------------|--------------|---|
| 1         | M    | Record Identifier          | 1              | 5            | Alphanumeric | Value must equal "MAT70."   |
| 2         | M    | Release/Version Number     | 6              | 7            | Alphanumeric | Value must equal "2.0.1.B."<br>TRACS Release = 2.0.1.<br>TRACS Version = B  |
| 3         | M    | Record Number              | 13             | 5            | Numeric      | A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under the TENHR.  |
| 4         | M    | Transaction Type           | 18             | 2            | Alphanumeric | Values are:<br>GR = Gross Rent Change<br>UT = Unit Transfer<br><b>NOTE: Unit Transfers can only be used if the project number and contract number do not change. Otherwise, a Move Out and an Initial Certification is used to effect the transfer.</b> |
| 5         | M    | Head Of Household ID Code  | 20             | 9            | Alphanumeric | The SSN/TRACS ID of the Head of Household. Enter 999999999 if the head of household has no SSN/TRACS ID, and enter the Head of Household's name and birth date.   |
| 6         | MOC  | Head Last Name             | 29             | 20           | Alphanumeric | Head of household last name. Required if Head of Household ID is 9-filled.  |
| 7         | MOC  | Head First Name            | 49             | 20           | Alphanumeric | Head of household first name. Required if Head of Household ID is 9-filled.   |
| 8         |      | Head Middle Initial        | 69             | 1            | Alphanumeric | Head of household middle initial. Required if Head of Household ID is 9-filled.   |
| 9         | MOC  | Head Birth Date            | 70             | 8            | Date         | Head of household birth date. MMDDYYYY. Required if Head of Household ID is 9-filled.   |
| 10        | M    | Transaction Effective Date | 78             | 8            | Date         | MMDDYYYY. The date this transaction (gross rent change or unit transfer) is effective.  |
| 11        | M    | New Unit Number            | 86             | 10           | Alphanumeric | The unit into which the tenant is moving (The unit number must be unique within a project). <b>Enter 999999999 if this transaction is for a rent change only and there is no change in unit number.</b>   |
| 12        | F    | Building ID                | 96             | 19           | Alphanumeric | The building into which the tenant is moving.   |

### MAT70 Unit Transfer/Gross Rent Change Record

| MAT Field | Note | Field Name                | Start Position | Field Length | Field Type         | Definitions and Edits  |
|-----------|------|---------------------------|----------------|--------------|--------------------|--|
| 13        |      | Security Deposit          | 115            | 6            | Numeric            | The amount of security deposit for a Section 8 tenant to be collected on the unit the family is moving into. This value includes any amounts transferred from the previous unit. The security deposit is set at move in and is not changed. The amount is equal to one month's TTP or \$50 whichever is greater. |
| 14        | M    | New Contract Rent Amount  | 121            | 6            | Numeric            | See definition in Handbook 4350.3, Appendix 11. <b>Enter 9999 (all 9's) if this transaction is for a unit transfer only and there is no change in contract rent.</b>   |
| 15        |      | Tenant Rent               | 127            | 6            | Numeric            | See in Handbook 4350.3 CHG-27, Appendix 11. Submit prorated amount for prorated tenant.  |
| 16        |      | Total Tenant Payment      | 133            | 6            | Numeric            | See definition in Handbook 4350.3 CHG 27, Appendix 11. Submit prorated amount for prorated tenant.   |
| 17        |      | Gross Rent                | 139            | 6            | Numeric            | See definition in Handbook 4350.3 CHG-27, Appendix 11.   |
| 18        |      | Utility Allowance Amount  | 145            | 6            | Numeric            | See definition in Handbook 4350.3 CHG-27, Appendix 11.   |
| 19        |      | Utility Reimbursement     | 151            | 6            | Numeric            | See definition in Handbook 4350.3CHG-27, Appendix 11. Submit prorated amount for prorated tenant.  |
| 20        |      | Assistance Payment Amount | 157            | 6            | Numeric            | Zeros if not applicable. A negative assistance payment amount is only valid for a PRAC unit. Submit prorated amount for prorated tenant.   |
| 21        | M    | Voucher Date              | 163            | 8            | Date<br>(MMDDYYYY) | (MMDDYYYY): The date of the voucher reflecting the effect of ed by the Unit Transfer or Gross Rent Change. <b>Note: "DD" is always "01."</b>   |
| 22        | MOC  | Previous Unit Number      | 171            | 10           | Alphanumeric       | The Previous Unit Number is required if the MAT70 is a unit transfer (New Unit Number <b>is not equal to "9999999999"</b> ).   |

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## TENND Tenant Batch Trailer Record

| MAT Field | Note     | Field Name             | Start Position | Field Length | Field Type   | Definitions and Edits  |
|-----------|----------|------------------------|----------------|--------------|--------------|--|
| 1         | <b>M</b> | Record Identifier      | 1              | 5            | Alphanumeric | Value must equal "TENND."  |
| 2         | <b>M</b> | Release/Version Number | 6              | 7            | Alphanumeric | Value must equal "2.0.1.B."<br>TRACS Release = 2.0.1.<br>TRACS Version = B                                       |
| 3         | <b>M</b> | Record Number          | 13             | 5            | Numeric      | A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record including the TENND. |

**M** = Mandatory field; has a value not equal to spaces or zeros    **MOC** = Mandatory on condition    **F** = Future field; if not valued, send appropriate fill characters

### TENER Tenant Error Record

| MAT Field | Note     | Field Name                | Start Position | Field Length | Field Type   | Definitions and Edits   |
|-----------|----------|---------------------------|----------------|--------------|--------------|---|
| 1         | <b>M</b> | Literal                   | 1              | 27           | Alphanumeric | Value "Processing Mailbox ID: @*@"  |
| 2         | <b>M</b> | Sender's Telecom Address  | 28             | 10           | Alphanumeric | <p>The telecommunications identifier assigned by HUD to the sender submitting the data to TRACS. Positions 1-5 must contain "TRACS." The last 5-positions are the HUD assigned number. <b>(Formerly Mailbox ID)</b></p> <p>When Internet Batch is implemented the same format will be used, but the last six-positions will be an M-ID associated with the contract or project.<br/>Example: TRACM12345</p> |
| 3         | <b>M</b> | Project's Telecom Address | 38             | 10           | Alphanumeric | <p>The project's telecommunications identifier assigned by HUD. Positions 1-5 must contain "TRACS." The last 5-positions are the HUD assigned number. <b>(Formerly Mailbox ID)</b></p> <p>When Internet Batch is implemented the same format will be used, but the last six-positions will be an M-ID associated with the contract or project.<br/>Example: TRACM12345.</p>                                 |
| 4         |          | Record Identifier         | 48             | 5            | Alphanumeric | Value "TENER."  |
| 5         |          | Release/Version Number    | 53             | 7            | Alphanumeric | <p>Value must equal "2.0.1.B."</p> <p>TRACS Release = 2.0.1.<br/>TRACS Version = B</p>  |
| 6         |          | Record Number             | 60             | 5            | Numeric      | A sequential number beginning with 00001 for the first record in this transmission and incremented by 1 for each subsequent record in this transmission.  |
| 7         |          | Original Date Stamp       | 65             | 8            | Date         | MMDDYYYY - The date stamp of the original transmission to which these error records apply.  |
| 8         |          | Original Time Stamp       | 73             | 6            | Time         | HHMMSS - The time stamp of the original transmission to which these error records apply.  |

### TENER Tenant Error Record

| MAT Field | Note | Field Name                      | Start Position | Field Length | Field Type   | Definitions and Edits  |
|-----------|------|---------------------------------|----------------|--------------|--------------|--|
| 9         |      | Tenant Number                   | 79             | 10           | Alphanumeric | If field #10 contains the value "MAT10," then this is the tenant number, which was sent with the 50059 in error. The value is left justified and space filled.   |
| 10        |      | Record Type Error               | 89             | 5            | Alphanumeric | Contains the MAT record type in error such as "MAT10" for an error in a 50059.   |
| 11        |      | Record Section Error            | 94             | 1            | Alphanumeric | Contains the section in which the error occurred if this record type has sections, otherwise leave blank.  |
| 12        |      | Record in Error Record Number   | 95             | 5            | Numeric      | Contains the sequential record number of the record in error.  |
| 13        |      | Field Number in Error           | 100            | 4            | Numeric      | Contains the field number of the field within the record that has the error.   |
| 14        |      | Field Contents in Error         | 104            | 50           | Alphanumeric | Contains the field contents in error. Field contents are truncated after 50 characters. In some cases this field may contain a message instead of field contents. This message will be prefixed by "MSG;" for example, "MSG: MISSING HEAD OF HOUSEHOLD." |
| 15        |      | Type Field Error                | 154            | 1            | Alphanumeric | Values:<br>N, X, D, H, P, I, C or F<br>Space = not field error<br>See Attachment C for associated message.   |
| 16        |      | Type Mandatory Error            | 155            | 1            | Alphanumeric | Values:<br>S, T, Z, V, G, J, K, L, M, 5, 6, 8 or 9<br>Space = not mandatory error<br>See Attachment C for associated message.  |
| 17        |      | Transmission Record Count Error | 156            | 1            | Alpha        | Values:<br>E, O, Q, or 7<br>Space = not a count or sequence error<br>See Attachment C for associated message.  |

### TENER Tenant Error Record

| <b>MAT Field</b> | <b>Note</b> | <b>Field Name</b>    | <b>Start Position</b> | <b>Field Length</b> | <b>Field Type</b> | <b>Definitions and Edits</b>   |
|------------------|-------------|----------------------|-----------------------|---------------------|-------------------|--|
| 18               |             | Site Reported Count  | 157                   | 6                   | Numeric           | If field 14 contains "E" or "Q," this will be the site reported value.   |
| 19               |             | MAT Calculated Count | 163                   | 6                   | Numeric           | If field 16 contains "E" or "Q," this will be the MAT calculated value. (For example, field #12 in MATHR contains the number of certifications (MAT10s) in this transmission. If the site reports 20 MAT10s and the MAT counts only 19 MAT10s, then field #17 in this record (MATER) will contain 20 and field #18 will contain 19.) |
| 20               |             | Error Message Text   | 169                   | 78                  | Alphanumeric      | This field contains the error message text which is associated with an error code. The error codes and associated messages are defined in Attachment C.  |

**M** = Mandatory field; has a value not equal to spaces or zeros    **MOC** = Mandatory on condition    **F** = Future field; if not valued, send appropriate fill characters



### TENTR Trailer Record

| MAT Field | Note     | Field Name                | Start Position | Field Length | Field Type   | Definitions and Edits  |
|-----------|----------|---------------------------|----------------|--------------|--------------|--|
| 1         | <b>M</b> | Literal                   | 1              | 27           | Alphanumeric | Value "Processing Mailbox ID: @*@."  |
| 2         | <b>M</b> | Sender's Telecom Address  | 28             | 10           | Alphanumeric | The telecommunications identifier assigned by HUD to the sender submitting the data to TRACS. Positions 1-5 must contain "TRACS." The last 5-positions are the HUD assigned number. <b>(Formerly Mailbox ID)</b><br><br>When Internet Batch is implemented the same format will be used, but the last six-positions will be an M-ID associated with the contract or project. Example: TRACM12345 |
| 3         | <b>M</b> | Project's Telecom Address | 38             | 10           | Alphanumeric | The project's telecommunications identifier assigned by HUD. Positions 1-5 must contain "TRACS." The last 5-positions are the HUD assigned number. <b>(Formerly Mailbox ID)</b><br><br>When Internet Batch is implemented the same format will be used, but the last six-positions will be an M-ID associated with the contract or project. Example: TRACM12345.                                 |
| 4         |          | Record Identifier         | 48             | 5            | Alphanumeric | Value " <b>TENTR</b> "   |
| 5         |          | Release/Version Number    | 53             | 7            | Alphanumeric | Value must equal "2.0.1B."<br>TRACS Release = 2.0.1.<br>TRACS Version = B  |
| 6         |          | Record Number             | 60             | 5            | Numeric      | A sequential number beginning with 00001 for the first record in this transmission and incremented by 1 for each subsequent record in this transmission.   |
| 7         |          | Original Date Stamp       | 65             | 8            | Date         | MMDDYYYY - The date stamp of the original transmission to which these error records apply.   |
| 8         |          | Original Time Stamp       | 73             | 6            | Time         | HHMMSS - The time stamp of the original transmission to which these error records apply.   |
| 9         |          | Error Date Stamp          | 79             | 8            | Date         | MMDDYYYY - The date stamp of this transmission.  |

### TENTR Trailer Record

| MAT Field | Note | Field Name                          | Start Position | Field Length | Field Type   | Definitions and Edits  |
|-----------|------|-------------------------------------|----------------|--------------|--------------|--|
| 10        |      | Error Time Stamp                    | 87             | 6            | Time         | HHMMSS - The time stamp of this transmission, not the actual time transmission occurred.             |
| 11        |      | OA-Defined Data                     | 93             | 20           | Alphanumeric | The same value as contained in the TENHR field #6.   |
| 12        |      | Sender Name                         | 113            | 15           | Alphanumeric | Sender's name.   |
| 13        |      | Sender Street Address               | 128            | 20           | Alphanumeric | Sender's address.  |
| 14        |      | Sender City                         | 148            | 15           | Alphanumeric | Sender's city.   |
| 15        |      | Sender State                        | 163            | 2            | Alphanumeric | Sender's state.  |
| 16        |      | Sender Zip Code                     | 165            | 5            | Numeric      | Sender's zip code.   |
| 17        |      | Total Number Error Records          | 170            | 6            | Numeric      | The total number of type TENER records sent.   |
| 18        |      | Total Number of Field Errors        | 176            | 6            | Numeric      | The total number of field edit errors.   |
| 19        |      | Total Number of Mandatory Errors    | 182            | 6            | Numeric      | The total number of mandatory field errors.  |
| 20        |      | Total Number of Record Count Errors | 188            | 6            | Numeric      | The total number of record count errors.   |
| 21        |      | OA Software Vendor                  | 194            | 20           | Alphanumeric | Name of the software product used by the OA to create this submission.                               |
| 22        |      | OA Software Release/Version         | 214            | 10           | Alphanumeric | The release or version number associated with the software used by the OA to create this submission. |
| 23        |      | CA Software Vendor                  | 224            | 20           | Alphanumeric | Name of the software product used by the CA or third-party to create this submission.                |
| 24        |      | CA Software Release/Version         | 244            | 10           | Alphanumeric | The release or version number associated with the software used to create this file.                 |

**TENTR Trailer Record**

| <b>MAT<br/>Field</b> | <b>Note</b> | <b>Field Name</b>      | <b>Start<br/>Position</b> | <b>Field<br/>Length</b> | <b>Field Type</b> | <b>Definitions and Edits</b>    |
|----------------------|-------------|------------------------|---------------------------|-------------------------|-------------------|---------------------------------|
| 25                   |             | Agency Defined<br>Data | 254                       | 20                      | Alphanumeric      | CA or third-party defined data. |

**M** = Mandatory field; has a value not equal to spaces or zeros   **MOC** on condition   **F** = Future field; if not valued, send appropriate fill characters